

Safeguarding Children Policy

Children's rights

Little Cherubs Nursery promotes a child's right to be strong, resilient and listened to by creating an environment that encourages children to develop a positive self image, which includes their ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults. We work with parents to build their understanding of and commitment to the principles of safeguarding all our children.

Our main responsibility is the welfare of all the children in our care. In order to safeguard children in our care we will comply with the local child protection procedures approved by the Surrey safeguarding children board (SSCB) and make sure that any staff working in our setting are able to put procedures into practice.

Safeguarding Children & Child Protection

Little Cherubs Nursery has a named Child protection Liaison officer (CPLO) this is Elaine Owen, she is responsible for ensuring that the safeguarding procedures and staff training for safeguarding children are kept up to date. Every 6 months Elaine Owen will check the SSCB for updates to ensure the nursery practice is at its best. A record is made of the date the website was checked and if any changes need to be made to our procedures.

The CPLO attends safeguarding children foundation module 1 & 2, she will also attend CPLO update every 2 years or as required & as they are available. The CPLO's role is to share information with the staff team and to access information and liaise with any outside agencies and to make sure the nursery information is up to date. She is the designated person who will collate information when there are concerns about a child in our care, she would contact the Surrey county council contact centre who provide relevant & up to date advice and make decisions about referrals.

Staff and parents are made aware of our safeguarding policy, a copy is available in the entrance hall for parents to read, on parents first visit we explain our procedures for recording accidents & injuries for both home & Nursery, and how we would share information via CAF if needed.

All staff at Little Cherubs Nursery attends "Working Together to Safeguard Children" training, staff are sent on this training course every 3 years. Any updates or changes that staff need to be aware of are done so via staff meetings, memos or the notice board. When employing a member of staff they are made aware that they will be required to carry out enhanced disclosure with the Criminal Records Bureau before a permanent post can be offered. All staff are given an induction; part of the

induction process is safeguarding children and what to do if they have concerns about a child or member of staff.

Any staff that are disqualified or deemed to be unsuitable to work with children are reported to Ofsted & SSCB (Surrey Safeguarding children's board).

Any volunteers, students & visitors do not work unsupervised at Little Cherubs Nursery. All details of students and volunteers are documented and kept on file. Students must attend a placement interview where their expectations are discussed and they are advised of their responsibility to safeguard children in our care. Visitors are to sign in and out, and will be asked to wear a visitor's badge.

At Little Cherubs Nursery we acknowledge that abuse of children can take different forms - physical, emotional, and sexual as well as neglect. Staff should respond to the following possible signs of abuse:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive & attention-seeking behaviour.
- Suspicious bruises with unsatisfactory explanations.
- Lack of self esteem
- Self injury
- Depression
- Age inappropriate sexual behaviour

Where evidence of abuse is apparent the person whom the child discloses too or has the concern records this on an "incident report" The member of staff should observe the signs or signals, listen to the child, offer reassurance and give assurance that they will take action. Staffs are not to question the child. When completing the "incident form" staff should record the following:

- Date & time of observation or disclosure.
- The exact word spoken by the child as far as possible.
- The name of the person to whom the concern was reported, with date & time
- The names of any other person present at the time.

It is important to remember that an allegation of child abuse or neglect may lead to a criminal investigation, so we do not do anything that may jeopardise a police investigation, such as ask the child leading questions or attempting to investigate the allegation yourself.

This record is to be shared with the Nursery Manager /CPLO, she will then advise staff on further actions required. If she is absent staff should talk to the Deputy Manager Claire La Roche who will contact Elaine Owen for further information if necessary. These records are signed & dated and kept in the child's personal file which is secure & confidential. It is important to share any information you have along with any concerns you may have regarding a child with your immediate senior staff and the manager/CPLO. If we have concerns about a child we will share these concerns with the parents/carers. However if sharing these concerns put the child at risk or significant harm we will seek advice from the duty manager at Surrey County Councils Contact Centre. If a child protection concern needs to be discussed with a parent they are brought into the nursery office away from people passing through to ensure that the information remains confidential.

If a member of staff has concerns about a child Little Cherubs Nursery will follow procedures set out in the Child Protection Document, 'What to do if you're worried a child is being abused' and will refer to these Guides as necessary. Staff will follow flow chart 1 in this document; this flow chart is also displayed on the staff information board.

We will immediately inform all child protection agencies previously identified by the local safeguarding children board (LSCB), about any allegations of abuse. In Surrey these are the following numbers:

- Surrey county council contact centre for allegations about children – **0300 200 2006**
- Surrey county council's local authority child protection designated officer (LADO) for allegations against staff – **01372 833321 or 01372 833895**
- The police – **999**
- Ofsted – **0300 123 1231**

Information that needs to be shared will be shared with Surrey county contact centre for children and followed up in writing within 48 hours. If a referral needs to be made Little Cherubs Nursery will use the Surrey County Council multi-agency referral form; which will download from www.surreycc.gov.uk/safeguarding then select 'guidance for professionals'. This will be downloaded at the time of being needed to ensure we have the most up to date version of the form.

When making a referral staff will need the following information to hand:

- Details of the concern or allegation
- Name, date of birth & address of the child or young person.
- Details of the service or setting being inspected including contact details of the manager on site and so on
- Additional relevant information regarding the child, if possible ethnicity & details of any other agencies involved.

If Little Cherubs Nursery has any incidents or accidents that require further treatment we Notify Ofsted (number above). If we make any changes of our Nursery arrangements that may affect the well being of children in our care we also notify Ofsted as soon as possible.

All suspicions & investigations are kept strictly confidential and are shared only with people that need to know, any information is shared under the guidance of the SSCB. All members of staff sign a confidentiality agreement when starting at Little Cherubs Nursery; they are forbidden to discuss any children in our care with people other than staff within our setting. Any members of staff that discloses information about a child in our care to people outside the nursery may face disciplinary action.

When parents/carers register their child for a place at Little Cherubs Nursery the parents/carers are asked to complete a registration form. This form includes:

- Names, addresses, gender, date of birth (and a copy of their birth certificate) of the child.
- Name of person/s that has parental responsibility /or legal contact.

This information is updated at least once a year. It is the manager's responsibility to send these out and ensure that all the parents return them promptly.

Allegations against staff

Our setting will respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place either on our premises or elsewhere, by first recording the details of any such alleged incident.

We will inform Ofsted about any allegations of serious harm or abuse by any person working or looking after children at Little Cherubs Nursery, whether the allegation was committed on our

premises or elsewhere. We will inform Ofsted of allegations made against staff as soon as possible, at least within the first 14 days of the allegations being made on the above contact number.

Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process. We would contact Surrey County Council's local authority child protection designated officer (LADO) for allegations against staff on the above number. A full investigation will be carried out, Little Cherubs Nursery staff will co-operate fully with any investigation.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

All staff, students & volunteers have a duty to disclose any concerns they have about the conduct or other staff, students & volunteers. Staff should follow the 'whistle blowing' policy which they are asked to read on their first day at Little Cherubs Nursery.

Useful Contact details

Children's Services Social Care Team

Floor 3

Conquest House

Wood Street

Kingston Upon Thames

KT1 1AB

Tel (9am-5pm): 0300 200 2006

Out Of hours Tel: 01483 517 898

Local Authority Child Protection designated officer (LADO)

Managing Allegation Strategy Meetings (MASM)

Emergency Duty Desk – 01372 833321

Secure email address – masm.dutydek@surreycc.gcsx.gov.uk

Early Years & Childcare Service Local Authority Child Protection designated officer (LADO)

01372 833895

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

0300 123 1231

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